



DEPARTMENT OF THE ARMY
U.S. ARMY RESERVE PERSONNEL COMMAND
1 RESERVE WAY
ST. LOUIS, MISSOURI 63132-5200

REPLY TO
ATTENTION OF

Acquisition Career
Management Office

Dear Reserve Non-Commissioned Officer (NCO):

The U.S. Army has established a new 51C Military Occupational Specialty. The Enlisted 51C MOS, Contingency Contracting NCO, is part of the Army Acquisition workforce. We are currently gathering data to identify potential eligible personnel for this new MOS. Please complete the attached data call packet and return it to this office. This will allow our office to conduct an accession board to determine your suitability to serve in the Acquisition Corps and enter information into the Army Reserve Acquisition Corps Management Information System (ARACMIS) database.

Your completed packet will be boarded and you will be provided with the results. If accessed by the board, we will determine the training required to continue your development as an NCO Acquisition Workforce professional.

Completion of this packet is extremely important to your future career in the Army Acquisition Corps. If additional information is needed, call this office at 1-800-325-4972, or DSN: 892-0608.

Sincerely,
///Signed///

CHARLES A. MITCHELL
LTC, QM
Chief, Acquisition Career
Management Office

Enclosure

**ARMY ACQUISITION WORKFORCE/CORPS-RESERVE COMPONENT
(AAW/C-RC) DATA CALL**

NOTIFICATION UNDER THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 301. Title 10, U.S.C. **PRINCIPAL PURPOSE:** Used to collect information pertaining to the Acquisition Workforce. **ROUTINE USES:** To provide individual information to DoD about Acquisition Workforce. **DISCLOSURE:** Voluntary. Failure to provide information may result in inadequate information and may affect individual development, certification and assignment eligibility.

The Defense Acquisition Workforce Improvement Act (DAWIA), Title XII of Public Law 101-510 and 10 U.S. Code 1732 set the statutory standards for Acquisition Corps membership and career management. The mission of the Army Acquisition Corps (AAC) is to create a corps of dedicated military and civilian acquisition leaders which capitalizes on the operational experience of the military officers and the technical skills of the civilians. Since most Reserve Component AAC officers acquire qualifying acquisition experience in their civilian careers, they can bring a mix of both attributes to their acquisition assignment.

This survey is intended to determine your qualifications for accession into the Army Acquisition Workforce/Corps (Reserve Component). This in turn will determine your eligibility for assignment to Military Occupational Specialty 51C, "Contingency Contracting NCO". Even if you hold such a position now (unless you satisfy AAW/C-RC membership criteria), you may not be eligible for retention in your current assignment, nor for reassignment to another acquisition position.

Return this packet to:

**AHRC-STL
ATTN: AHRC-RSE-Q
1 RESERVE WAY
St. Louis, MO 63132-5200**

**FAILURE TO RETURN THIS SURVEY MAY RESULT IN YOUR BEING EXCLUDED
FROM FUTURE CONSIDERATION FOR MOS 51C ASSIGNMENTS.**

GENERAL

Name: _____

Rank: _____ SSN: _____

Telephone Number: (H) _____ (B) _____

Facsimile Number: (H) _____ (B) _____

E-mail address: _____

Would you be interested in possible Active Duty Tour lengths of:

	Y	N
1 – 12 days	_____	_____
12 – 30 days	_____	_____
30 – 90 days	_____	_____
90 + days	_____	_____

List any languages (other than English) you speak and indicate the level of proficiency:

Language	Novice	Intermediate	Expert
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all countries (other than the U.S.) in which you have had military or civilian business experience.

Have you previously been granted accession into the Acquisition Workforce/Corps?

_____ Y _____ N If Yes, please provide supporting documentation of membership (i.e., certificate, letter, ACRB, etc.).

Clearly cross-reference all supporting documentation to area of reference; i.e., General, Training, Education or Experience.
Do not include information not specifically requested.

TRAINING

List all Defense Acquisition University (DAU) courses that you have completed (to include “equivalent” and “predecessor” courses). Provide supporting documentation, i.e., certificate, ACRB, etc. (Use additional sheets if needed.)

Course number and Title	Date Completed

EDUCATION

Do you have at least 24 semester credit hours (or equivalent) at the Baccalaureate or higher level, in the following disciplines: Accounting, Business Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Quantitative Methods, and Organization, Marketing and Management? Y ____ N ____

If not, do you have at least 24 semester credit hours (or equivalent) in your acquisition career field plus at least 12 semester credit hours (or equivalent) in the above disciplines? Y ____
N ____

Please provide “**HIGHLIGHTED**” transcripts indicating all Baccalaureates or higher level courses, which you have completed, (even if you checked ‘no’ in both blocks) and which fall within the listed disciplines. The transcript(s) need not be certified.

Clearly cross-reference all supporting documentation to area of reference; i.e., General, Training, Education and Experience.
Do not include information not specifically requested.

EXPERIENCE

Indicate the number of Acquisition years of experience that you have, either within DoD or in comparable positions outside of DoD that fall within the contracting career field.

Number of Years

DoD or Industry

(The above must be supported in Addendum 'A' to your military biography.)

Please indicate if previously awarded a DoD DAWIA Certification level of I, II, or III, in the contracting career field and provide supporting documentation (i.e., certificate, letter, ACRB, etc.).

Level of Certification

A sample Military Biographical Summary with Instructions is attached as enclosure 1 along with Addendum 'A'; AAC Related Experience. We request you create your Military Biography in the exact format and return it as part of the packet.

Addendum 'A' is very important and should include all, if any, DoD and Civilian Acquisition experience.

Clearly cross-reference all supporting documentation to area of reference; i.e., General, Training, Education or Experience.
Do not include information not specifically requested.

BIOGRAPHICAL SUMMARY

As of dd Month 199y

PATRIOT, John Liberty, 000-00-0000

Colonel, Engineer, USAR

Date and Place of Birth: 4 July 1944, Indianapolis, Indiana

Mandatory Removal Date: 10 July 2000

Home Address: 1700 W. Shirley Road
Glen Burnie, Maryland 21061

Present Assignment: Engineer Staff Officer (IMA),
Office of the Chief of Engineers,
Washington, DC

Civilian Occupation: General Manager, XYZ Corporation

Enlisted Service:

RA 25 February 1967 - 19 March 1968

Total Years of Service:

Over 25 years

<u>Year</u>	<u>Completed</u>
<u>Military Education:</u> (show resident or nonresident)	
Engineer School, Officer Basic Course (resident)	1971
Engineer School, Officer Advanced Course (nonresident)	1974
Command & General Staff College (nonresident)	1980
National Defense University, National Security Management Course (nonresident)	1986
Army War College (nonresident)	1992

* **YOUR SIGNATURE** *

(NOTE 1: Signature goes at the bottom of the first page, regardless of where you are in your summary.) (NOTE 2: The following items must appear in bold print: Name, SSN, Grade, and Labels for DOB, MRD, Home Address, Present Assignment, and Civilian Occupation.) (NOTE 3: The following items must be bold and underlined: The "As of date", and all paragraph/section/heading titles following Civilian Occupation).

Encl 1

PATRIOT, John L., 000-00-0000

As of dd Month 199y

**Educational Degrees: (School, city, state,
degree, major & date)**

Year Received

Austin Peay State University, Clarksville, TN
B.S. (Psychology)
Webster University, St. Louis, MO
M.B.A. (Business Admin)

1970

1985

**Decorations, Service Medals, and Badges: (list by precedence and
include year(s) awarded)**

Bronze Star (1971)
Meritorious Service Medal (1991)
Air Medal with numeral 2 (1971)
Army Commendation Medal with two Oak Leaf Clusters (1973, 1982,
1986)
Presidential Unit Citation (1971)
Meritorious Unit Commendation (1971)
Good Conduct Medal (1968)
Army Reserve Components Achievement Medal with two Oak Leaf
Clusters (1976, 1982, 1992)
National Defense Service Medal with one Bronze Star (1969, 1991)
Vietnam Service Medal (1971)
Southwest Asia Service Medal (1991)
Armed Forces Reserve Medal with Hourglass Device (1981, 1991)
Army Service Ribbon (1981)
Republic of Vietnam Gallantry Cross Unit Citation (1971)
Republic of Vietnam Campaign Medal (1971)
Kuwait Liberation Medal (1991)

Chronological List of Appointments:

2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 85
COL	USAR	10 Mar 90

**Chronological Record of Duty Assignments: (By Category, in
chronological order, accounting for all time without
abbreviations.) (Start with date of appointment.)**

	<u>DMOS</u>	<u>From</u>	<u>To</u>
<u>ACTIVE DUTY</u>			
(show casual status and non-rated periods)			
Student, Engineer School, Fort Belvoir, VA	21A00	Jun 71	Feb 71
Casual Status	21A00	Feb 71	Mar 71

PATRIOT, John L., 000-00-0000

As of dd Month 199y

	<u>DMOS</u>	<u>From</u>	<u>To</u>
<u>ACTIVE DUTY (Cont'd):</u>			
Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, Vietnam	21B00	Apr 71	Oct 71
S-2, 3rd Battalion, 16th (non-rated)	21B00	Nov 71	Dec 71
(do not repeat all unit information)			
<u>USAR - Not on Active Duty:</u>			
Platoon Leader, 331st MP Co, OH	31A00	Jan 72	May 72
<u>NATIONAL GUARD - Not on Active Duty:</u>			
Assistant S-4, 1st Battle Group - Ohio	92A00	Jun 72	Sep 73
<u>USAR - Not on Active Duty:</u>			
Plans & Policy Officer (IMA), Fort Huachuca, AZ	54A35	Oct 73	Jan 74
Plans & Policy Officer, 310th Support Command, Fort Belvoir, VA	54A00	Jan 74	Feb 75
Deputy Assistant Chief of Staff, Services 310th TAACOM, Fort Belvoir, VA (Jul 73 - Sep 73 ADSW)	01A00		
Executive Officer, HHC, 310th Support Command	92A00	Mar 75	Aug 83
<u>USAR - AGR:</u>			
Personnel Management Officer, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, MO	41A21	Aug 83	Mar 84
Chief, Engineer Branch	41A21	Mar 84	Oct 86
Staff Officer, Personnel Division, Office of Chief, Army Reserve, Washington, DC	41A00	Oct 86	Mar 88
<u>USAR - Not on Active Duty:</u>			
Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC	21D00	Mar 88	Jan 91
Assistant Chief, Administrative Spt Team Sixth Army Eval HQ Cp Roberts, CA (Jun 89 - Jun 89 ADSW)	01A00		
<u>ACTIVE DUTY:</u>			
Engineer Staff Officer, HQ, 18th Airborne Corps, Saudi Arabia	21B5P	Jan 91	Jun 91
<u>USAR - Not on Active Duty:</u>			
Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC	21D00	Jul 91	Present

PATRIOT, John L., 000-00-0000

As of dd Month 199y

	<u>DMOS</u>	<u>From</u>	<u>To</u>
<u>USAR - Not on Active Duty (Cont'd)</u>			
* Deputy Chief of Staff (RTU), 5778th COSCOM, Dallas, TX (Jul 92 - Dec 93 attached for points only)	92A00		

(To account for AT, ADT or ADSW tours **for which an NCOER or AER was rendered while you were assigned to another unit**, place entry below unit of assignment with period of duty shown in parenthesis (see example above)).

* **Show RTU duty only if an NCOER was rendered.**

******Submit original and one copy******

Addendum 'A' to
Biographical Summary
AAW/AAC-RC Related Experience - Civilian and Military

As of dd Month 200y

PATRIOT, John L., 000-00-0000

August 93 to Present: General Manager, XYZ Corporation
Glen Burnie, Maryland

- a) **DoD Career Code _____ (For DoD Civilians)
- b) Relates to career field; _____
- c) Nature, Scope, and Extent of Responsibilities:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold through-out the United States, Canada, and Mexico. Supervises a staff of three vice presidents with overall responsibility for 200 employees at three locations. Annual operating budget for 1995 is in excess of \$9 million. Position requires worldwide travel to customer locations.

March 88 to July 93: Program Manager, Applied Technologies
St. Louis, Missouri

- a) **DoD Career Code _____ (For DoD Civilians)
- b) Relates to career field; _____ (see Appendix B)
- c) Nature, Scope, and Extent of Responsibilities:

XX
XX
XX
XX

**** NOTE:** Indicate if you held or hold a DoD contracting officers warrant and for what amount on the same line as DoD Career Code.